



“Confirmed”

_____. *The Dean of the Faculty*

 _____ 2024

SYLLABUS

General Information	Department	English Language Centre
	Faculty	School of Advanced Technologies and Natural Sciences
	Specialty Code	
	Group Number	
	Level of Education	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master
	Form of Education	Full-time Education
	/Academic Year/ Term	autumn
	Academic Year	2024/2025
	Academic Term	<input checked="" type="checkbox"/> Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Information about Subject	Subject Name, Code	Business and Academic Communication in a Foreign Language-1
	Number of Credits	
	Teaching Load (hours)	105 hours
	Teaching Methods	<input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Laboratory
	Course Language	<input type="checkbox"/> Azerbaijani <input checked="" type="checkbox"/> English <input type="checkbox"/> Russian
	Type of Subject	<input checked="" type="checkbox"/> Compulsary <input type="checkbox"/> Selected
	Prerequisite Subject /Code	
Information about Teacher	Academic Degree, Academic Title, Honorary	Gunel Valizada Rauf

	Title, Surname, First Name, Patronymic of the Teacher	
	E-mail Address of the Teacher	gunel.velizade@wcu.edu.az
	Contact of the Teacher	+994 55 593 57 62
	Counseling Hours	
Subject Description	This course has been designed to provide you, whose first language is not English, with the opportunity to obtain an appropriate level in the English language The course offers progression for students who seek to develop and enhance their skills in reading, writing, speaking and listening in English. It helps students expand their outlook, enrich vocabulary stock, express their ideas in English effectively. It also focuses on reading comprehension, vocabulary development, effective academic writing and improving speaking skills.	
Subject Objective	<p>The aims of the course are:</p> <ul style="list-style-type: none"> - expand skills in reading, writing, listening and speaking in English - enrich understanding of how language works - enhance confidence in interacting with others in a variety of contexts using the English language - increase linguistic knowledge of specific aspects of work or study in contexts where English is the center of communication - read and understand texts will meet in your degree studies 	
Learning Outcomes of the Subject	<p>The student will grow in their ability to use English to communicate effectively with others in all disciplines.</p> <p>When listening, the student will be able to recognise familiar words and very basic phrases and can understand the main words and very basic phrases concerning himself/herself, his/her family and immediate concrete surroundings when people speak slowly and clearly.</p> <p>When Reading, the student will be able to understand familiar names, words and very simple sentences, for example on notices, posters or in catalogues.</p> <p>When writing, the student will be able to write a short simple piece like a simple postcard or sending holiday greetings. He/she will be</p>	

	<p>able to fill in forms with some personal details; for example, a hotel registration form.</p> <p>When speaking, the student will be able to introduce themselves and others and can ask and answer questions about personal details such as where they live, people they know and things they have.</p> <p>They will also learn some basic phrases aimed at the satisfaction of specific concrete needs.</p>
<p>Requirements about Subject</p>	<p>In-class Active books and materials: In class, students will practise using the following materials: Speakout 2nd Starter Student's book, Speakout 2nd Starter Workbook, Tactics for Listening, Oxford Word Skills</p> <p>Achievement test: Students will be required to take three (3) achievement tests based on the reading and writing materials covered within the semester.</p> <p>Group projects and presentations: Within a semester, students will be required to work individually and in teams and produce variety of projects depending on the topic of the week. Teacher will determine the nature and format of these projects/presentations.</p> <p>Final Exam: At the end of the level, you will be required to take a Final exam that will include all the materials covered in the Programme within the semester.</p>
<p>Academic Honesty</p>	<p>Academic honesty is assuring the uniqueness of the work completed and sharing other people's ideas or discoveries while properly citing sources.</p> <p>Violations of academic integrity</p> <ol style="list-style-type: none"> 1. The act of plagiarism 2. Transfer instances 3. The student presenting all or a portion of their previously finished assignment, project, or homework in a different class without giving credit to the original author, 4. Making false database creations or references to nonexistent sources, 5. Creating study guides or homework assignments in place of other pupils 6. Behaving in a way that gives them an unfair advantage (such as filing a fake sick note or making up an excuse to get a later exam date), 7. Taking the test on someone else's behalf or acting someone else take it in your place.

List of Main Recommended Literature	<ol style="list-style-type: none"> Eales, F.. Oakes, S. (2016) Speak Out 2 nd Ed: Starter Student’s Book. Essex: England, Pearson Education Limited. Eales, F.. Oakes, S. (2016) Speak Out 2 nd Ed: Starter Workbook with key. Essex: England, Pearson Education Limited. Tactics for Listening Third edition Basic - https://www.essentialenglish.review/basic-tactics-for-listening-3rd-edition/ 	
List of Additional Recommended Literature	<p>English Vocabulary in Use Third Edition/Michael McCarthy, Felicity O’Dell/ Cambridge University Press, 2017</p> <p>Oxford Word Skills Basic/ Ruth Gairns, Stuart Redman/Oxford University Press,2008</p>	
Internet Resources	<ol style="list-style-type: none"> https://english-rooms.com/tests/beginner https://www.eslvideo.com/quizzes_beginning.php http://www.englishspeak.com/en/english-lessons https://test-english.com/ https://www.allthingstopics.com/ https://www.liveworksheets.com/worksheets/language/en https://learnenglishteens.britishcouncil.org/skills/listening 	
Assessment: 100 Point System	<p>The total of the points awarded for the current assessment, which consists of seminars and colloquiums (0–10 points), independent work (0–10 points), attendance (0–10 points), and intermediate evaluation, which consists of end-of-semester tests (0–70 points), determines the final grade. Current grade plus interim grade equals final grade.</p>	
Seminar and Colloquium	<p>Colloquiums take place three times a semester in accordance with the academic schedule. Every colloquium receives a score between 0 and 10. The colloquium is required. If a student skips the colloquium, they won't be awarded any points.</p>	0-10
Individual Works	<p>Writing Guidelines for Individual Works Font and size: 12point Arial 1.5 lines per line Work volume overall: at least one page Two weeks prior to the semester's completion is the deadline for submissions.</p>	0-10
	<p>Topics for Individual Works: 1.</p>	
Attendance	<p>For each ten percent of the hours allotted to teaching the</p>	0-10

	subject during the semester, one point is subtracted. A student is not permitted to take the exam if they miss more than 25% of the classes in that topic.	
Exam	Written/Oral	0-70

The ultimate point total for the subject at the end of the semester determines how well the graduates' knowledge is assessed:

The Devision of Scores

Score	Letter Grades	Indicator
100 – 91	A	“Excellent”
90 – 81	B	“Very good”
80 – 71	C	“Good”
70 – 61	D	“Fair”
60 – 51	E	“Satisfactory”
Below 51	F	“Unsatisfactory”

Lesson Plan

Contents of the Course:

N	Date	Topics of the lessons	Hour	Note
1		Starter Unit 1: Grammar: Unit 1.1; 1.4 Vocabulary: Countries	2	
2		Grammar: Unit 1.2;1.3 Vocabulary: jobs Reading	2	
3		Writing Conversation: Speak about yourself and your country Oxford Word Skills: Unit 1	2	
4		Listening: Tactics for listening: Unit 1: Introductions and Names Conversation: Meeting new people	2	
5		Starter Unit 2: Grammar: Unit 2.1; 2.4 Vocabulary: Family	2	
6		Grammar: Unit 2.2; 2.3 Vocabulary: Numbers Reading	2	
7		Writing Conversation: Family Oxford Word Skills: Unit 2	2	
8		Listening: Tactics for listening: Unit 2: Describing people Conversation: Describing someone	2	
9		Consolidation: Festivals. Production Day	2	
10		Starter Unit 3: Grammar: Unit 3.1; 3.4 Vocabulary: things	2	
11		Grammar: Unit 3.2; 3.3 Vocabulary: Colours and clothes Reading	2	
12		Writing Conversation: Possessions, Food and drink Oxford Word Skills: Unit 3	2	
13		Listening: Tactics for listening: Unit 3: Clothes	2	

		Conversation: Deciding what to wear		
14		Starter Unit 4: Grammar: Unit 4.1; 4.4 Vocabulary: Verb phrases	2	
15		Grammar: Unit 4.2; 4.3 Vocabulary: days, time phrases Reading	2	
16		Listening: Tactics for listening: Unit 4: Routines Reading Conversation: Talking about routines.	2	
17		Writing Conversation: Telling t time Oxford Word Skills: Unit 4	2	
18		Consolidation: Favourites. Production Day Tactics for listening: Testing focus: Picture based questions (pp 98-99)	2	
19		Revision (Units 1-4)	2	
20		Revision (Units 1-4) Speaking	2	
21		Starter Unit 5: Grammar: Unit 5.1; 5.4 Vocabulary: daily routines	2	
22		Grammar: Unit 5.2; 5.3 Vocabulary: food, hotel services Reading	2	
23		Writing Conversation: Good and bad habits Talk about what you eat Oxford Word Skills: Unit 5,6	2	
24		Listening: Tactics for listening: Unit 5: Dates Conversation: Taling about dates.	2	
25		Starter Unit 6: Grammar: Unit 6.1; 6.4 Vocabulary: Places A travel forum entry	2	
26		Grammar: Unit 6.2; 6.3 Vocabulary: Transport, travel	2	

		Reading		
27		Writing Conversation: Talk about travel in your country. Transport Oxford Word Skills: Unit 7; Review: Basic English	2	
28		Listening: Tactics for listening: Unit 6: Jobs Conversation: A new job.	2	
29		Consolidation: Problems. Production Day	2	
30		Starter Unit 7: Grammar: Unit 7.1; 7.4 Vocabulary: dates	2	
31		Grammar: Unit 7.2; 7.3 Vocabulary: actions Reading	2	
32		Writing Conversation: Talk about the past Oxford Word Skills: Unit 8	2	
33		Listening: Tactics for listening: Unit 7: Favorites Conversation: Favorite TV shows	2	
34		Starter Unit 8: Grammar: Unit 8.1; 8.4 Vocabulary: Prepositions of place	2	
35		Grammar: Unit 8.2; 8.3 Vocabulary: Holiday activities, prepositions Reading	2	
36		Writing Conversation: Giving directions Holidays Oxford Word Skills: Unit 9	2	
37		Listening: Tactics for listening: Unit 8: Sports and Exercise Conversation: Talking about sport.	2	
38		Consolidation: Mystery. Production Day Tactics for listening: Testing focus: Question / Response items (pp	2	

		100-101)		
39		Revision (Units 5-8)	2	
40		Revision (Units 5-8) Speaking	2	
41		Starter Unit 9: Grammar: Unit 9.1; 9.4 Vocabulary: money	2	
42		Grammar: Unit 9.2; 9.3 Vocabulary: activities, shopping departments Reading	2	
43		Writing Conversation: Gifts, Birthdays, A favourite possession Oxford Word Skills: Unit 10	2	
44		Listening: Tactics for listening: Unit 9: Locations Conversation: Describing locations.	2	
45		Starter Unit 10: Grammar: Unit 10.1; 10.4 Vocabulary: collocations	2	
46		Grammar: Unit 10.2; 10.3 Vocabulary: life changes Reading	2	
47		Writing Conversation: The best job To learn something new Oxford Word Skills: Unit 11	2	
48		Listening: Tactics for listening: Unit 10: The family Conversation: Talking about families.	2	
49		Consolidation: Learning. Oxford Word Skills: Unit 12	2	
50		Revision (Units 9-10)	2	
51		Revision (Units 9-10) Speaking	2	
52		Exam Preparation	2	
53		Course Review	1	

Teacher:

Head of the department: